



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: February 19, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement February 22, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, March 4, 2016**. Applicants will not be accepted after that time and date.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Denise Hamilton or Jennifer Sunderland at 217/782-5594.

CE V

Bicycle and Pedestrian Policy Engineer
Bureau of Design and Environment
Highways
Springfield

Attachments
40733

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, March 4, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews. **NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer V	Salary Range:	\$6,315 - \$10,210
Position Title:	Bicycle and Pedestrian Policy Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW115-23-50-307-20-03	IPR#:	40733

Office/Central Bureau/District/Work Address:

Division of Highways / Bureau of Design and Environment / 2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for the development, implementation, and interpretation of the engineering policies which govern the design of bicycle and pedestrian facilities. Implementation of policy is accomplished through revisions of the Bureau of Design & Environment Manual and by teaching/hosting courses on bicycle and pedestrian design. This position is also accountable for the management of the Recreational Trails Program and state-sponsored trail projects funded by the Illinois Transportation Enhancement / Transportation Alternatives Program.

Special Qualifications:

The following criteria is required:

- Current Illinois Professional Engineer license
- Frequent statewide travel and occasional out-of-state travel to attend training and conferences

The following criteria is desired:

- Nine years of experience in civil engineering of which at least five years should be in the specific area of highway engineering, two years of which should include design policy
- Knowledge of modern methods applicable to the design of highways and bicycle / pedestrian facilities
- Strong oral and written communication skills
- Good organization and self-motivational skills
- Ability to plan, organize and execute technical program requirements

Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

ILLINOIS DEPARTMENT OF TRANSPORTATION POSITION DESCRIPTION

DATE:	October 16, 2015	POSITION:	Bicycle and Pedestrian Policy Engineer
APPROVED BY:	<i>John Baranzelli</i>	OFFICE/DIVISION:	Highways/Design and Environment
CODE:	PW115-23-50-307-20-03	REPORTS TO:	Policy Engineer

Position Purpose

This position is accountable for the development, implementation, and interpretation of the engineering policies which govern the design of bicycle and pedestrian facilities. Implementation of policy is accomplished through revisions of the Bureau of Design & Environment Manual and by teaching/hosting courses on bicycle and pedestrian design. This position is also accountable for the management of the Recreational Trails Program and state sponsored trail projects funded by the Illinois Transportation Enhancement / Transportation Alternatives Program.

Dimensions

Policies Developed:	10-25 Annually
Policies Interpreted:	50-75 Annually
Meetings / Presentations:	25-50 Annually
Bicycle / Pedestrian Designs Reviewed:	25-50 Annually
Training Classes Provided:	2 - 4 Annually

Nature and Scope

This position reports to the Policy Engineer as does the Highway Policy Engineer, the ADA Policy Engineer, and a Policy Specialist. No subordinates report to this position.

The engineering policies and procedures developed within the Engineering Policy Unit express the official position of the Division of Highways with regard to roadway, bicycle, and pedestrian planning and design. These policies are used by the district offices and their consulting engineers in the preparation of Phase I studies and construction plans for all roadway and multi-use trail projects. These policies also directly affect the cost-effectiveness, safety, and functional life-span of those projects. Since the Clean Air Act Amendments of 1990 and the Intermodal Surface Transportation Efficiency Act of 1991, federal policy has moved away from simply providing the traditional facilities used by cars, trucks and buses. Further, since the passage of Illinois' "Complete Streets Law" (605 ILCS 5/4-220), the department has been compelled to give bicycle and pedestrian ways full consideration in the planning and development of its transportation facilities. This position deals directly with many of the elements of this non-motorized emphasis.

Typical problems in this position involve developing sound policies for the design of bicycle and pedestrian facilities; resolving policy implementation problems with the districts; and overcoming resistance to investing limited resources in non-motorized transportation. The greatest challenge of this position is working amongst the often competing wants and needs of both motorized and non-motorized roadway users, transportation planner/designers, and special interest groups.

This position has a wide range of responsibilities concerning non-motorized transportation such as developing and interpreting bicycle and pedestrian accommodation policies, and overseeing the application of those policies in transportation projects and independent bikeway/walkway projects, which includes providing engineering guidance to district offices and consultants. Responsibilities also include co-administering the Recreational Trails Program with the Illinois Department of Natural Resources and assisting the department's

Office of Planning and Programming with the Illinois Transportation Enhancement/Transportation Alternatives Program. The incumbent must establish priorities that will facilitate the completion of the various and numerous tasks involved with these programs. The complexity and sensitivity of some aspects of the programs involved require the incumbent to be versatile, knowledgeable, innovative and tactful in approaches to presenting these concepts to various groups.

The incumbent accomplishes his/her responsibilities personally. The incumbent is given wide latitude in developing the non-motorized policies and programs and in addressing and solving the problems typically encountered. Only the complex and/or sensitive issues are referred to the supervisor for review and approval. The incumbent is constrained however by departmental, state, and federal policies, rules, and regulations.

The incumbent works with Bureau of Design and Environment staff, as well as the Bureaus of Bridges and Structures, Operations, Local Roads and Streets, Safety Engineering, the highways district offices, the Office of Planning and Programming, and the Division of Traffic Safety. Outside the department, the incumbent interacts frequently with the Department of Natural Resources and the Federal Highway Administration. This position also interacts with parks and forest preserve districts, municipalities, county engineers, other state DOT's, advocacy groups, and the public. This position represents the department at meetings held by the incumbent, by other department sections, and by organizations outside the department. To accomplish the tasks required by this position, travel is required throughout the state and occasionally outside the state.

The effectiveness of this position can be measured by the ability of the incumbent to develop sound policies for the design of bicycle and pedestrian facilities and assist with integrating such designs into the department's transportation system.

Principal Accountabilities

1. Develops and interprets the department's engineering policies which govern the design of bicycle and pedestrian facilities.
2. Maintains an effective liaison with district staff and other central bureaus/offices for the purposes of obtaining policy input, providing policy interpretations, and resolving policy implementation problems.
3. Teaches / hosts classes on bicycle and pedestrian design.
4. Serves as the federally mandated bicycle and pedestrian coordinator for the department, which includes representation at local, state, and national conferences.
5. Serves as the department's primary point of contact on bicycle and pedestrian issues for external partners such as: the Federal Highway Administration, other state agencies, local public agencies, special interest groups, and consultants.
6. Chairs, on behalf of the Secretary of Transportation, the Inter-Agency Bicycle Coordinating Working Group which meets in accordance with the Bikeway Act (605 ILCS 30).
7. Co-administers the Recreational Trails Program with the Department of Natural Resources to manage the programming, development, and implementation of projects.
8. Performs all duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Assists the Office of Planning & Programming in selecting bicycle and pedestrian projects submitted for funding under the Illinois Transportation Enhancement Program (ITEP).